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## **Minutes of the Commission Meeting Held on January 8, 2015 In the Stone Building 33 New York Avenue, Oak Bluffs, MA**

### **IN ATTENDANCE**

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Commissioners: (P= Present; A= Appointed; E= Elected)

P Tripp Barnes (E-Tisbury)	P James Joyce (A-Edgartown)
P John Breckenridge (A-Oak Bluffs)	P Joan Malkin (A-Chilmark)
P Christina Brown (E-Edgartown)	P W. Karl McLaurin (A-Governor)
P Harold Chapdelaine (A-Tisbury)	P Katherine Newman (A-Aquinnah)
P Robert Doyle (E-Chilmark)	P Doug Sederholm (E-Chilmark)
P Josh Goldstein (E-Tisbury)	P Abe Seiman (E-Oak Bluffs)
P Fred Hancock (E-Oak Bluffs)	P Linda Sibley (E-West Tisbury)
P Leonard Jason (A- County)	P Ernie Thomas (A-West Tisbury)
	P James Vercruysse (E-Aquinnah)

Staff: Mark London (Executive Director), Paul Foley (DRI Planner).

**Chairman Fred Hancock** called the meeting to order at 7:00 p.m. and welcomed the new Commissioners, Ernie Thomas (West Tisbury Selectmen's Appointee), Robert Doyle (elected Commissioner for Chilmark), and Abe Seiman (elected Commissioner for Oak Bluffs).

### **1. MVCS YOUTH BUILDING (DRI-223-M) MODIFICATION REVIEW**

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Commissioners Present: T. Barnes, J. Breckenridge, H. Chapdelaine, R. Doyle, J. Goldstein, F. Hancock, J. Joyce, J. Malkin, W. K. McLaurin, K. Newman, D. Sederholm, A. Seiman, L. Sibley, E. Thomas, J. Vercruysse.

For the Applicant: Bill Potter of Squash Meadow Construction

**Fred Hancock**, Chairman explained the modification process for the new Commissioners and noted that the project before the Commission is an existing property and is already a DRI. Any additional work on that piece of land has to come back to the MVC for approval.

**Robert Doyle** recused himself as he is on the Youth Task Force.

#### **1.1 Staff Report**

**Paul Foley** presented the following.

- The packet of information contains the LUPC Meeting Notes, the applicant narrative, the elevations, and site plans.

- The proposal is to construct a new 2,400 s.f. building on the MV Community Services campus to house the Island Wide Youth Collaborative (IWYC) to provide space for a new mental health and substance abuse continuum.
- The development of the three existing buildings of the Martha's Vineyard Community Services (MVCS) campus was approved by the MVC in November 1986 (DRI 223) as proposed.
- The proposed new building will house six offices, a kitchen, family room, waiting room, two bathrooms, and a 500 s.f. conference room.
- The hours of operation would generally be 8:00 a.m. to 5:00 p.m. for information and referrals. There will be two to six employees with two usually in the office during daytime hours. Case Managers will generally provide direct services off-site. The facility will be available in the evening for forums and groups. The night hours will be no more than an average of three activities per week with an attendance of not more than fifty people. There will be no activities after 11:00 p.m.
- The LUPC voted unanimously to recommend to the full Commission that the proposal does not require DRI review through the public hearing process and to approve the minor modification.
- The proposed site abuts a NHESP Habitat but it is not itself designated a habitat.
- Traffic impacts were found to be minimal. The daily trips range from 31 to 87 total, with afternoon peak-hour trips from 2 to 12. This will not be a significant addition to trips to the existing Edgartown-Vineyard Haven Road.
- The sight distance at Village Road and the Edgartown-Vineyard Haven Road is more than adequate for a 45 mile per hour (mph) roadway. At this driveway the roadway is 20 mph when school is in session and 35 mph aside from the school speed times.
- The applicant provided a sample of the parking demand and an estimate of 8-9 additional parking spaces to be needed.
- The Zoning Board of Appeals will review shared parking and access.
- If the proposal is accepted for DRI Review through the public hearing process the recommended monetary mitigation for a project of 2,400 s.f. would be \$1,200 according to the MVC Affordable Housing Policy. However, as a Modification/Concurrence Review to a governmentally supported facility, the proposal is not subject to the MVC Affordable Housing Policy.
- MV Community Services and the Island Wide Youth Collaborative provide vital health and social services to the Island community especially those individuals and families who earn 80% or less than the Area Median Income.
- The site is close to the Edgartown-Vineyard Haven Road and within the Island Roads DCPC.
- The building will be constructed on an existing parking area and the revised site plan minimizes tree cutting.
- The site plan, elevations and floor plan were reviewed.
- Due to the location and hours, the impact on abutters is likely to be minimal.

## **1.2 Commissioners' Questions**

**James Joyce** asked if the proposed area is where the existing playground and shed are located or if the proposed building will interfere with them. **Paul Foley** said the shed will be removed

and the playground is not being interfered with. There is a 25 acre lease hold on the adjacent land.

There was a discussion about the Youth Collaborative hours of operation.

- **Abe Seiman** asked if the MVCS will be open the same hours as the collaborative youth services.
- **Paul Foley** said it may be but the two will coordinate between all facilities.
- **Harold Chapdelaine** noted that the Youth Collaborative has an 11:00 p.m. curfew per LUPC.
- **Linda Sibley** said the curfew needs to be added to the conditions for the project. The IWYC agreed they will not have activities or events after 11:00 p.m. but they may need to meet with an individual if there is a crisis.
- **Fred Hancock** noted that LUPC asked the applicant if they would rent the conference room to anyone else and they said they would not.

**Doug Sederholm** asked if the new building is on the Oak Bluffs sewer and is the rest of the campus on the sewer. **Bill Potter** said the campus is connected to the sewer and the new building will also be connected.

### **1.3 Applicant's Presentation**

**Bill Potter** said Squash Meadow Construction is working with the IWYC to construct the project. Paul Foley has fully covered the project and he is glad to answer any questions the Commissioners may have.

**Fred Hancock** asked when the building will be constructed. **Bill Potter** said it is hoped to break ground in May 2015 but there are still some grant approvals to be done. There is still red tape and hurdles to go through.

*W. Karl McLaurin joined the meeting.*

### **1.4 Land Use Planning Committee Report (LUPC)**

**Linda Sibley**, LUPC Chairman presented the following.

- A few things were discussed at LUPC and the MVC needs to be sure that the amended answers are part of the revised conditions.
- LUPC voted unanimously that the project does not require a public hearing.
- This is a use that is entirely consistent with the whole of the original plan and is consistent with the current mission.

***Josh Goldstein moved and it was duly seconded that the project does not rise to the level requiring a public hearing. Voice vote. In favor: 14. Opposed; 0. Abstentions: 0. The motion passed.***

**Linda Sibley** noted that LUPC recommended to approve the project for the MVCS new building with the amendments as noted in the Applicants Narrative and the MVCS Amended Answers for LUPC meeting 1/5/15. No activities after 11:00 p.m. and no rentals of the facility need to be added.

***John Breckenridge moved and it was duly seconded to approve the project with the amended answers/conditions as noted. Roll call vote. In favor: T. Barnes, J.***

**Breckenridge, H. Chapdelaine, A. Seiman, J. Goldstein, F. Hancock, J. Malkin, W.K. McLaurin, K. Newman, D. Sederholm, L. Sibley, E. Thomas, J. Vercruysse.**  
**Opposed: none. Abstentions: none. The motion passed.**

**Fred Hancock**, Chairman noted for the new Commissioners that the MVC has a DRI Checklist. The Checklist has items that make a project mandatory for a Town to refer to the MVC, but for some items, the MVC has discretion as to whether it needs to be reviewed with a full public hearing process.

**Mark London** noted that there was recently a ribbon cutting for the new Vineyard House campus, also built by Squash Meadow, and he suggested people visit the campus before it is occupied to get a sense of the kind of development that might be appropriate in other infill locations.

*Robert Doyle rejoined the meeting.*

## **2. FINANCE COMMITTEE**

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Commissioners Present: T. Barnes, J. Breckenridge, H. Chapdelaine, R. Doyle, J. Goldstein, F. Hancock, J. Joyce, J. Malkin, W. K. McLaurin, K. Newman, D. Sederholm, A. Seiman, L. Sibley, E. Thomas, J. Vercruysse.

**Fred Hancock**, Chairman said the MVC would normally have one more meeting for the Finance Committee and since that meeting will be in 2015 he needed to re-appoint the Finance Committee members so the committee can meet. It is common practice for the Finance Committee to be made up of the Town Appointee Commissioners. The members appointed to the Finance Committee for the coming year are: Katherine Newman, Joan Malkin, Ernie Thomas, Harold Chapdelaine, James Joyce, Leonard Jason, John Breckenridge, and Fred Hancock.

## **3. EXECUTIVE DIRECTOR SEARCH – APPROVAL OF JOB PROFILE**

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Commissioners Present: T. Barnes, J. Breckenridge, H. Chapdelaine, R. Doyle, J. Goldstein, F. Hancock, J. Joyce, J. Malkin, W. K. McLaurin, K. Newman, D. Sederholm, A. Seiman, L. Sibley, E. Thomas, J. Vercruysse.

### **3.1 Presentation of the Draft Executive Director Job Profile**

**Doug Sederholm**, Chairman of the Executive Director Search Committee, presented the following.

- The MVC Executive Director Job Profile was approved by the Executive Director Search Committee on December 30, 2014.
- The committee worked with the Collins Center consultant Mary Aicardi. The first draft was reviewed by Fred Hancock and Doug Sederholm and revisions were suggested. The committee met on December 30, 2014 and finalized the draft which was word-smithed and “lawyered”. The committee received some suggestions from Mark London and many were incorporated into the profile.
- The job profile is the document that would be available to anyone who wants to apply for the position of the MVC Executive Director.

- With the final approval of the job profile an ad would be placed in the Vineyard Gazette and the MV Times next week. The job profile would also be posted on the American Planning Association and the Mass Municipal Association websites as well as to the Collins Center mailing list.
- Approval of the full Commission is needed in order for the job profile to be posted.
- It is hoped that the Commission will approve the job profile with minimal revisions since the Search Committee has thoroughly reviewed the document. One section to be reviewed is salary; he is not comfortable with posting the salary and was more comfortable with stating the salary is negotiable based on background and experience.

### **3.2 Review of the Job Profile**

#### Martha's Vineyard

There was a discussion about the description of the Island.

- **Harold Chapdelaine** made several suggestions about the wording.
- **Katherine Newman** noted that everyone has a different way of writing and suggested focusing only on correcting facts that are wrong, not stylistic changes.
- **John Breckenridge** and **Linda Sibley** concurred.
- **Doug Sederholm** noted that he is hearing a consensus from the Commissioners that they do not want to word-smith. If something is really wrong it should be corrected but not state the same details with different language.
- **Trip Barnes** questioned the summer population figure. **Mark London** said the 100,000 number often quoted would appear to be unsupported. The MVC looked at this a few years ago, using two different methodologies, and came up with numbers closer to 60,000 to 75,000.

#### The Martha's Vineyard Commission

There was a discussion about the MVC's work with Gosnold.

- **James Joyce** asked if the MVC has ever done anything with Gosnold and the Elizabeth Islands.
- **Linda Sibley** and **Fred Hancock** said the MVC does not have regulatory authority for Gosnold but the Commission does do planning for them.
- **Joan Malkin** asked if Gosnold received a copy of the profile.
- **Mark London** said he wasn't sure. MVC staff had just produced a series of maps for Gosnold's planning efforts.

#### Challenges for the Executive Director

There was a discussion about the Challenges section.

- **Robert Doyle** questioned the placement of the challenges in the job profile.
- **Doug Sederholm** said the aim is to tell the applicant early on what the MVC finds is most important and what is ahead for the Executive Director and then describe the specific attributes the Commission is looking for. The recruiter suggested the current order, the Search Committee had discussed possible changes, and decided to go back to this order. He noted that the order of Challenges is as was presented by the consultant and does not represent any priority. It is understood that there is some redundancy.

### The Ideal Candidate

There was a discussion regarding language.

- **Harold Chapdelaine** questioned whether the statements should stay “must” such as the commitment for a long tenure.
- **Fred Hancock** said it would be the MVC’s decision potentially not to hire an applicant without that commitment.
- **Doug Sederholm** noted the document is not a contract it is a job description.
- **Linda Sibley** said she did not like the word “must” in the Ideal Candidate section or the use of the word throughout the document.
- **Joan Malkin** noted that almost everything in the document is directory rather than suggestive.

### Professional Attributes

There was a discussion about the Professional Attributes.

- **Katherine Newman** felt this section should worded to not exclude people that have planning or public administration background, yet they may have a Master’s Degree in another area such as business or a law degree, and be fully qualified with their background and experience.
- **John Breckenridge** suggested revising the language to equivalent or relevant degree.
- **Linda Sibley** liked John Breckenridge’s suggestion. She felt it did not open up Pandora’s Box yet it gives the MVC some wiggle room.
- **Robert Doyle** said he would not like to see the work experience diminished in this section.
- It was agreed by consensus to say “or relevant degree”, and open the door to those with other degrees but with practical experience.

### Salary

There was a discussion about whether the salary range should be stated.

- **Doug Sederholm** suggested not including a salary range.
- **Fred Hancock** suggested not mentioning the top of the range but saying that the salary range for the position that starts at a given number and provides for future growth and merit adjustments. He noted that there had been a range in a study done for the Commission a few years ago.
- **Mark London** noted that the Commission also has a salary policy and questioned using the limited study to set a minimum salary. He will try to get recent information about current executive director salaries.
- There was some discussion about whether or not to state a salary range. It was noted that the current salary and Salary Policy are a matter of public record. The right candidate will know up front the salary is negotiable.
- It was agreed by consensus that the profile will say the salary is negotiable rather than state a salary range.

### Grant Writing

There was a discussion that grant writing does not seem to be emphasized in the job profile.

- **James Joyce** asked who writes the grants for the MVC.

- **Mark London** said it is combination of MVC planners who knowing what is available in their specific fields and the Executive Director for general grant writing.
- **It was agreed by consensus to add language saying that the candidate should** demonstrates experience in writing and obtaining grants, and to include, under the description of the Commission, the percentage of revenue for each avenue of funding.

***Linda Sibley moved and it was duly seconded to adopt the Executive Director Job Profile as amended giving the Chairman of the Executive Director Search Committee leeway to add the language as discussed and agreed. Voice vote. In favor: 15. Opposed: 0. Abstentions: 0. The motion passed.***

**Doug Sederholm** thanked the Commissioners for their input and excellent suggestions.

### **3.3 Next Steps**

#### Ad Placement

**Mark London** will send an email with the job posting ad to the MVC mailing list and Commissioners suggesting they forward it to anyone they may know is qualified or any interested parties.

**Doug Sederholm** said the ad will run during the four-week period that the MVC is seeking applications which is until February 13, 2015.

#### Executive Director Search Committee Meeting Schedules

**Katherine Newman** asked if there is a reason for the Search Committee to meet.

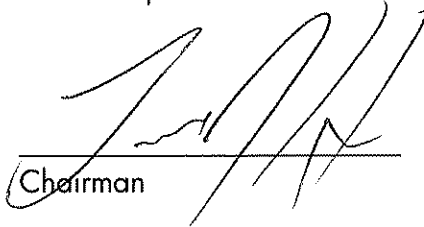
**Doug Sederholm** said the meetings are suspended for now.

#### Application Timetable

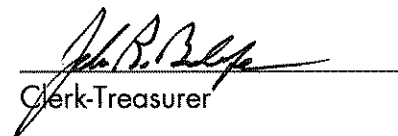
There was a discussion on the application process deadline.

- **Abe Seiman** asked if the cut off for applying, February 13, 2015, is too soon.
- **Doug Sederholm** said the time frame is based on the idea of having finalists for the position interviewed by the Search Committee by spring. The time frame allows the applicant lead time before starting the position in August 2015. It is a tight schedule and it may be expanded if need be.
- **Fred Hancock** asked that everyone refer prospective applicants to the website that is stated in the ad and not to call the MVC directly or the Commissioners. The Search Committee wants the applications to go to the Collins Center to do a preliminary screening. The Collins Center will have the job profile copy on their website even if the graphics are not all in place.
- **Harold Chapdelaine** felt that when you extend the deadline it tells the applicants you are having a hard time filling the position. Four weeks is very compressed to seek a professional who would be willing to change their lifestyle. It can tend to take more time than anticipated.
- **Fred Hancock** said this is the time frame recommended by the recruiting firm.
- **Joan Malkin** said in today's world jobs are posted on websites which will provide immediate access to potential candidates.
- **Linda Sibley** said the MVC is paying the professionals who do recruiting for a living and felt they know what they are talking about. If someone is applying, it does not

- Town of Edgartown Board of Health Regulations, Board of Health Regulation, Section 17 – The Content and Application of Fertilizer for Turf on Martha's Vineyard, Town of Edgartown
- DCPC Nomination in the Town of West Tisbury Island Road District Special Ways Zone (For MVC to accept for consideration or not to accept the nomination for consideration), Dated January 22, 2015 – Staff Notes (Jo-Ann Taylor, DCPC Coordinator)
- Critical Planning District Qualifications
- Letter from the Town of West Tisbury Planning Board to the Martha's Vineyard Commission DCPC, Dated December 29, 2014
- Martha's Vineyard Commission DCPC Nomination Instructions
- West Tisbury Planning Board Minutes, December 22, 2014, 5:30 PM pg. 2
- West Tisbury Proposed Special Ways – December 2014 Map 1 of 3
- West Tisbury Proposed Special Ways – December 2014 Map 3 of 3
- Nomination Information and Need for Designation, West Tisbury Planning Board, Expansion of West Tisbury Island Road DCPC, Addition of Three Special Ways

  
Chairman

3/18/15  
Date

  
Clerk-Treasurer

3/18/15  
Date